

Organisational & Professional Development Newsletter

January 2020

Welcome to the latest edition of the Organisational and Professional Development Newsletter!

News

Courses for January 2020 – Places still available!

As usual, our available sessions over the next 3 months are included below! However, we'd like to highlight the following courses:

PD169: Recruitment & Interview Selection

In response to demand, additional sessions have been made available for this popular course. There are still places available on **13th January!**

If you're recruiting, please make sure that your panel has been selected and you've checked they have training well in advance of the shortlisting and interview dates.

PD231: Sexual Violence Support Awareness Training

This session aims to help those working with victims of crime, specifically sexual violence, through increased understanding of the impacts and available support networks. It is particularly recommended to staff in HR and/or management roles, but is available to all staff.

PD224: Chairing Employment Panels Training for Managers

This will cover the key components of a chairing a hearing (e.g. disciplinary, grievance, appeal) and takes managers through the practicalities of managing and follow up to the hearing. This training will ensure the necessary elements are covered to underpin a fair and impartial decision-making process.

Recognition for Organisational & Professional Development

Last month, the Education Excellence Award and President and Principal's Prize 2019-20 was awarded to Patrick McGurk and Jamie Hilder, for their work on the **Third Sector Management Degree Apprenticeship**. This is the first degree apprenticeship of its type run in the UK.

During the awards ceremony, the OPD team was acknowledged for their facilitation of the assessment centres used to select students, carried out in partnership with the third sector organisations involved in recruitment.

If your team needs support with recruitment activities such as assessment days, contact us at profdev@qmul.ac.uk



Meditation at the London Buddhist Centre



As we move into a new year (and a new decade!) it's important to remember to take care of yourself. If you're interested in learning more about meditation, **free** sessions on the basics of the practice are now available at the London Buddhist Centre.

[London Buddhist Centre](#)

The group walks to the Centre from outside Room CS300, Computer Science (Peter Landin building), Mile End Road, at **12.40pm on Fridays**. The session runs from **1-2pm**. Staff and students are all welcome. For more information please contact group lead Melissa Yeo, Research Students Coordinator (020 7882 5820 or

m.yeo@qmul.ac.uk).

Find out more about QMUL's support for physical and mental wellbeing on the [HR Wellbeing site](#).

Upcoming Courses

Professional Development Courses (Staff Only)

These courses have places available over the next 3 months – visit the [Course Page](#) to book

Where a course has more than one part, please be sure that you can attend **all** sessions!

| Code | Title | Date | Time |
|-------|--|------------|---------------|
| PD218 | Right to Work training | 09/01/2020 | 10:00 - 11:00 |
| PD218 | Right to Work training | 09/01/2020 | 14:30 - 15:30 |
| PD169 | Recruitment and Interview Selection | 13/01/2020 | 10:00 - 16:00 |
| PD156 | Building Personal Resilience | 20/01/2020 | 13:00 - 16:00 |
| PD231 | Sexual Violence Support Awareness training | 22/01/2020 | 10:00 - 11:30 |
| PD231 | Sexual Violence Support Awareness training | 22/01/2020 | 12:00 - 13:30 |
| PD223 | Disciplinary and Grievance Investigation Training for Managers | 24/01/2020 | 09:30 - 12:30 |
| PD224 | Chairing Employment Panels Training for Managers | 24/01/2020 | 13:00 - 15:30 |
| PD134 | Data Protection and Freedom of Information | 28/01/2020 | 10:00 - 13:00 |
| PD218 | Right to Work training | 05/02/2020 | 10:00 - 11:00 |
| PD218 | Right to Work training | 05/02/2020 | 14:30 - 15:30 |
| PD142 | Speed Reading for Professional Services Staff | 05/02/2020 | 09:30 - 12:30 |
| PD139 | Mindmapping for Professional Services Staff | 05/02/2020 | 13:30 - 16:30 |
| PD195 | Safeguarding Adults at Risk - Awareness | 17/02/2020 | 13:00 - 16:00 |

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|--------------|--|------------|---------------|
| PD147 | Copyright Training | 19/02/2020 | 10:00 - 13:00 |
| PD231 | Sexual Violence Support Awareness training | 26/02/2020 | 09:30 - 11:00 |
| PD231 | Sexual Violence Support Awareness training | 26/02/2020 | 11:30 - 13:00 |
| PD218 | Right to Work training | 05/03/2020 | 10:00 - 11:00 |
| PD218 | Right to Work training | 05/03/2020 | 14:30 - 15:30 |
| PD134 | Data Protection and Freedom of Information | 18/03/2020 | 10:00 - 13:00 |

Feedback from December: What are people saying about our courses?

"It was a great course, really engaging, brilliantly delivered and interesting."

Introducing Inclusion

"I really enjoyed today. I was expecting it to be useful but I don't think I was expecting to enjoy it as much as I did! I feel the balance of listening and doing things was spot on. Thanks!"

New to Management

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